Substitute Teachers
Bridge the Gap
For Our Students and Teachers

Sub Central
600 S.E. 3rd Avenue
Fort Lauderdale, FL 33301
Help Desk – 754-321-2340
Monday – Friday, 6 am – 4 pm

Substitute Teacher Application Process

STEP 1

SUBMIT APPLICATION REQUIREMENTS – All items must be submitted (mailed or dropped off) to Sub Central for review and evaluation **at the same time**. Incomplete applications will be returned. Applicants who submit a complete application and meet all the requirements will be contacted to schedule a clearance appointment (see Step 2).

STEP 1

- ❑ **COMPLETED SUBSTITUTE TEACHER APPLICATION** including the **Legislative Update-Application Addendum**. (You must complete this application even if you have a full-time application on file with Instructional Staffing.)
- ❑ **OFFICIAL** transcripts indicating at least **60** earned credit hours. If your degree was earned outside of the United States, you must provide an evaluation of your degree(s). For a list of evaluation agencies go to www.broward.k12.fl.us/teacher/AcademicTraining.html. (If transcripts have been sent into Instructional Staffing for your full-time file, you do not have to send in duplicates.)
- ❑ **MINIMUM** of **2** references on company letterhead or on the available reference forms. Forms can be downloaded from www.broward.k12.fl.us/teacher/ReferenceForm.pdf. (If references have been sent directly to Instructional Staffing, you do not have to send in duplicates.) References may not be from a family member.
  - ✓ **One reference *must* be from your *current or most recent employer*. If you have not been employed in the last 2 years, you may provide a character reference.**
  - ✓ If you have been employed as a full-time teacher (under contract) you *must* provide a reference from your last principal.
  - ✓ NOTE: Self-employment, experience in a family owned business, or experience at a firm no longer in business requires a letter from the applicant explaining the situation and what type of business it was. Verification by an individual knowledgeable of your employment and the trade itself is necessary (i.e. clients, accountant).
- ❑ **Substitute Teacher Training Certificate of Completion** (if applicable) – Training is provided through Broward Community College – Registration and course information can be obtained by visiting the following website www.broward.edu/IED/page4802.html.
- ❑ **Completed Security Background Check Form**
- ❑ **Copy of Social Security Card** (no substitutions can be accepted)
- ❑ **Copy of Valid** Driver's License or other picture ID (i.e. Passport)
- ❑ **Copy of INS Authorization Document(s)** (if applicable) – If you are not a citizen of the U.S. you must provide INS documentation indicating your status (i.e. Permanent Resident Card).

STEP 2

CLEARANCE APPOINTMENT –Fingerprinting and employment papers will be completed during the appointment. Additional documentation as well as appropriate fees will be collected at this time. A detailed letter will be sent prior to the appointment listing the documents and/or fees needed for clearance. The clearance will NOT be completed if any of the items are missing.

STEP 2

List of Fees

- ❑ **$70.00** – Money order or credit card payment (Visa/Mastercard) will be accepted. **(NONREFUNDABLE FEE)**
  NOTE: The School Board performs both local and federal criminal background checks. You will NOT be able to work until all checks are completed (this may take from 48 hours to 5 days or longer if there are any offenses).
- ❑ **$20.00** – Broward County Substitute Certificate, valid for 5 years. **ONLY money orders will be accepted.**
  NOTE: This fee is NOT assessed if the applicant provides a copy of a ***valid*** Florida Teaching Certificate or a Broward County Certificate. (Exceptions do not include a Statement of Status of Eligibility)
- ❑ **Direct Deposit is Mandatory –** Bank information will need to be provided during this clearance process.

STEP 3

MANDATORY SUBSTITUTE TEACHER ORIENTATION – Upon completion of the clearance appointment an orientation date will be assigned to the applicant. Orientations are approximately 3 hours long and are generally scheduled on weeknights and Saturday mornings.

STEP 3